



Employer Guide

Access the following website: www.myinterfase.com/coe/employer

1. New Users - Registration: If you are not a current user, click on “**Click here to Register!**” and follow the directions on that page.

- Search for your Organization and select; if it you can't find it click on **Can't Find Your Organization**.
- Complete all sections. Required * fields are marked with an asterisk.
- Click on the Register button.
- To post a job follow the steps in **To Create a New Job**.

NOTE: Once you have registered and if you posted a job/internship, both your account and job/internship will be in pending status. An administrator will review both your account and job. If your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact our office at **319.399.8844**.

2. Existing Users:

- Enter your Username and Password.
- Click on Login.

Update My Profile

- To update Employer Information, click on [Edit]. Make changes and click on SAVE to complete the changes.
- To update Contact Information, click on [Edit]. After making changes, click on SAVE to complete changes.

Student Search

- Select Search. Choose your criteria and click on **SEARCH**.
- To view all available students, just click on **SEARCH**.
- Once your search is complete, you may view, sort, or create a resume packet which you can receive via email.

To Create a New Job/Internship

- Click on New Job. Enter job information. Fields with an * are required information. Fill out as much information as possible to make the job posting complete. In the field, “Application Instructions,” enter the procedure by which a potential employee may apply for this position. Click on **SAVE** to update this information.

Report a Hire (Internship or Job)

- ⇒ Click on **My Jobs**
- ⇒ Click on **Report a Hire**
- ⇒ Enter **Student/Alum Name** or just click on Search to see all students
- ⇒ Click on **Student/Alum Name** (if name not list, click on the ‘no results’ section)
- ⇒ Click on **Select Job** – fill out information

**Under the Posting Information section, there are two fields that you need to review: In “Show Contact Information,” if you select No, your contact information will not be available to potential employees. In “Allow Online Referrals,” if you select Yes, students can submit their resume to you via this system (i.e., you will receive email notification of students’ job application and be able to view resumes on-line).*

To Make Changes to Current Jobs and Internships

- There are several sections (Position Information, Contact Information and Posting Information) that you may update.
- To make changes to any sections, click on the [Edit] link and make your changes. Once completed, click on SAVE for each section.

NOTE: Once you add a job/internship or make changes to a current job, this information will be reviewed by a Career Services employee before it is posted.

To Register for a Career Event [\(Coming Soon!!\)](#)

- Click on the Career Events menu
- You will see a list of all current Career Events (Mock Interviews, Employer Panel etc.)
- To view details or register, click on the Career Event's name.
- Fill out your profile and select the appropriate fees (if any).

NOTE: You will be emailed by our office to confirm your registration to the event. Questions? Call 319.399.8844